



SUBMITTAL REQUIREMENTS ONE-STORY RESIDENTIAL DESIGN REVIEW *NEW HOUSES OR ADDITIONS OVER 500 SQUARE FEET*

APPLICATION FORM, FEE & OTHER REQUIRED MATERIALS

1. Completed General Application form.
2. Application Fee: \$825. *Make checks payable to the City of Los Altos. Fees are not refundable.*
3. Neighborhood Compatibility Worksheet. *May be waived for additions to existing one-story homes.*
4. Material board on 8.5-inch by 11-inch card stock showing roofing material, siding, applied materials (e.g., stone, brick), trim etc. *Color photos of materials is acceptable.*

ARCHITECTURAL DESIGN PLANS

Three (3) sets of full-size plans (24" x 36") that include the following:

1. **Site Plan** ($\frac{1}{8}" = 1'$ scale)
 - ☐ Location and dimensioned setbacks of proposed structures, existing structures to remain and existing structures to be removed
 - ☐ Location, size, type and dripline of all existing trees greater than four-inches in diameter at 48-inches above the existing grade, and all existing landscape screening
 - ☐ Location and type of all easements
 - ☐ Location and type of all utilities (e.g. electric panel, sewer connection, water meter)
 - For water service upgrades, show location of new backflow preventer
 - ☐ Required building setbacks
 - ☐ All property lines and edge of street paving
 - ☐ Relative locations of structures on adjacent properties
 - ☐ Hardscape (e.g. driveway, walkways, patios)
 - ☐ North arrow
 - ☐ Daylight plane reference points.
 - ☐ Air conditioning unit(s) and any other outdoor mechanical equipment.

2. **Project Summary Table** (use format below and print on first page of plans)

ZONING COMPLIANCE

	Existing	Proposed	Allowed/Required
LOT COVERAGE: <i>Land area covered by all structures that are over 6 feet in height</i>	_____square feet (_____%)	_____square feet (_____%)	_____square feet (_____%)
FLOOR AREA: <i>Measured to the outside surfaces of exterior walls</i>	_____square feet (_____%)	_____square feet (_____%)	_____square feet (_____%)
SETBACKS: Front Rear Right side (1 st /2 nd) Left side (1 st /2 nd)	____feet ____feet ____feet/____feet ____feet/____feet	____feet ____feet ____feet/____feet ____feet/____feet	____feet ____feet ____feet/____feet ____feet/____feet
HEIGHT:	____feet	____feet	____feet

SQUARE FOOTAGE BREAKDOWN

	Existing	Change in	Total Proposed
HABITABLE LIVING AREA: <i>Includes habitable basement areas</i>	_____square feet	_____square feet	_____square feet
NON- HABITABLE AREA: <i>Does not include covered porches or open structures</i>	_____square feet	_____square feet	_____square feet

LOT CALCUATIONS

NET LOT AREA:	_____square feet
FRONT YARD HARDSCAPE AREA: <i>Hardscape area in the front yard setback shall not exceed 50%</i>	_____square feet (_____%)
LANDSCAPING BREAKDOWN:	Total hardscape area (existing and proposed): _____sq ft Existing softscape (undisturbed) area: _____sq ft New softscape area: _____sq ft <i>Sum of all three should equal the site's net lot area</i>

3. **Floor Plans** (1/4" = 1' scale) showing existing and proposed development.

4. **Building Elevations** (1/4" = 1' scale)

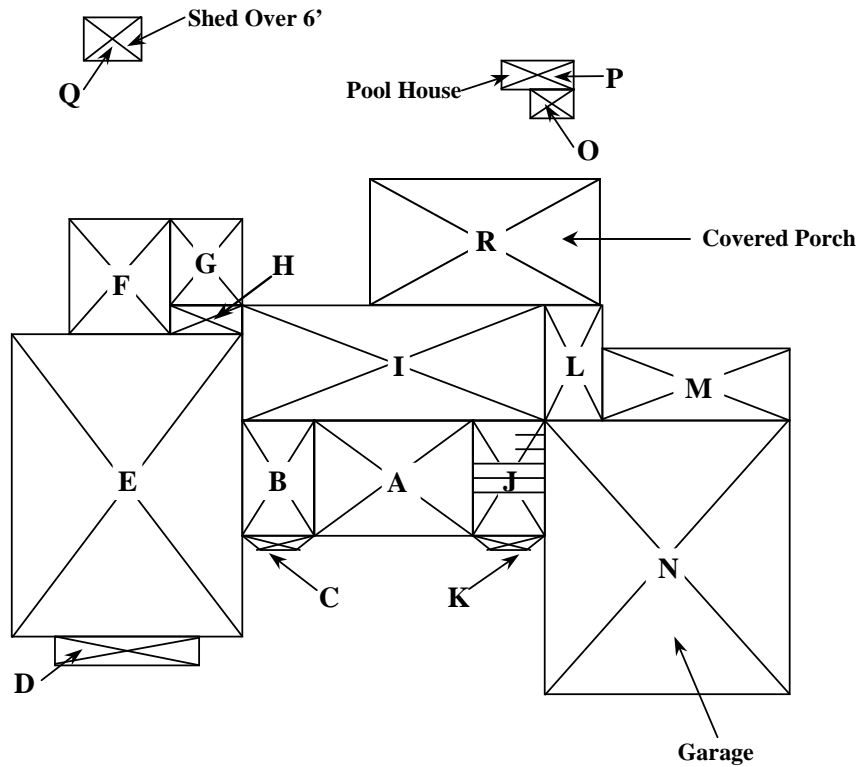
- ☐ Existing building elevations – for a new house, only front and exterior side elevation(s) are required
- ☐ Proposed building elevations, including:
 - Roof height, plate height, and finished floor height from existing and finished grade on each side (call out height and topographic elevation)
 - Overall height measured from natural grade to highest point of the roof
 - Daylight plane from existing grade at the side property lines adjacent to the front and rear of the house
 - Roof pitch
 - Exterior building materials

5. **Building Cross-Sections** ($\frac{1}{4}" = 1'$ scale) taken from the highest ridge, showing existing and proposed grades, finished floor heights, wall plates, and building height to existing grade.
6. **Roof Plan** ($\frac{1}{4}" = 1'$ scale)
 - ☐ Roof pitch
 - ☐ For additions and remodels, show existing roof structure to remain, existing roof structure to be removed/rebuilt, and new roof area(s).
7. **Grading and Drainage Plan** ($\frac{1}{8}" = 1'$ scale)
 - ☐ Location and elevation of benchmarks
 - ☐ Elevation at street and neighboring property lines
 - ☐ Pad elevation
 - ☐ Finished floor elevation(s)
 - ☐ Existing and proposed contours and drainage pattern
 - ☐ Location of all trees proposed to remain (as identified in the Tree Protection Plan)
 - ☐ Stormwater management measures to retain stormwater on site in accordance with the City's Best Management Practices
 - ☐ Underground utilities – existing and proposed
 - For water service upgrades, show location of new backflow preventer

NOTE: For additions over 750 square feet, the Grading and Drainage Plan shall be prepared by a registered civil engineer or a licensed architect.
8. **Floor Area and Coverage Calculation Diagram** (see example on back page)
 - ☐ Floor area is measured to outside edge of wall and includes all space enclosed by four walls (habitable space, non-habitable space, attached carports, accessory structures)
 - ☐ Lot coverage includes footprint of structure and covered porches, chimney footprints outside the main wall, gazebos, trellises and any structures over six feet in height
 - ☐ Identify square footage of any existing structures to be removed
9. **Tree Protection Plan**
 - ☐ Identify all trees over four inches in diameter measured at 48 inches above natural grade and provide the following details:
 - Number all trees on the site plan
 - Provide a table identifying the size and species of trees, and whether they are to be removed or retained
 - A certified arborist report may be required if the house or proposed addition falls within the inner 2/3rds of the dripline of any tree(s) that are to be retained
 - List any protective measures recommended by the certified arborist (distances to be maintained from trees, pruning instructions, protective fencing, etc.) on the plan
10. **Landscape Plan**
 - ☐ Existing landscaping and trees to remain
 - ☐ Proposed front yard (and exterior side yard) landscaping, street trees and hardscape improvements
 - ☐ Any landscaping required for privacy and/or visual screening
 - ☐ If project includes a new backflow preventer for the water service, show how unit will be visually screened

Example Floor Area and Coverage Calculations Diagram

The minimum acceptable scale is 1/8"=1' (this Example is not to scale).



FIRST STORY

FLOOR AREA AND COVERAGE CALCULATIONS

<u>Section</u>	<u>Dimensions</u>	<u>Area</u>	<u>Section</u>	<u>Dimensions</u>	<u>Area</u>
A	(10' x 10')	100 sq. ft.	J	6' x 10'	60 sq. ft.
B	6' x 10'	60 sq. ft.	K	$[(6' + 4')/2] \times 2'$	10 sq. ft.
C	$[(6' + 4')/2] \times 2'$	10 sq. ft.	L	5' x 10'	50 sq. ft.
D	18' x 2' 6"	45 sq. ft.	M	15' x 8'	120 sq. ft.
E	26' x 34'	884 sq. ft.	N	22' x 26'	572 sq. ft.
F	11' x 14' 4"	158 sq. ft.	O	7' x 8'	56 sq. ft.
G	9' x 12'	108 sq. ft.	P	10' x 4' 2"	42 sq. ft.
H	9' x 2' 4"	21 sq. ft.	Q	8' x 6'	48 sq. ft.
I	22' x 14'	308 sq. ft.	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> TOTAL FLOOR AREA = </div>		<div style="border: 1px solid black; padding: 2px; display: inline-block;"> 2,652 sq. ft. </div>
			R	20' x 15'	300 sq. ft.
			<div style="border: 1px solid black; padding: 2px; display: inline-block;"> TOTAL COVERAGE = </div>		<div style="border: 1px solid black; padding: 2px; display: inline-block;"> 2,952 sq. ft. </div>